



**CITY OF WHITEWATER
COMMON COUNCIL AGENDA**
Common Council Meeting

AMENDED AGENDA AS OF 7/28/2017

The following is hereby added to the Agenda:

C-3a Request for approval of agreement with Lake and Pond Solutions Co. of Elkhorn, Wisconsin, for completion of Aquatic Plant Survey. (Parks & Recreation Director Request).

Tuesday, August 1, 2017 - 6:30 p.m.

City of Whitewater Municipal Building Community Room
312 W. Whitewater St., Whitewater, WI 53190

CALL TO ORDER, ROLL CALL, AND PLEDGE OF ALLEGIANCE.

CONSENT AGENDA:

CA-A	Approval of Payment of Invoices processed through 7/26/2017.	P. 1
CA-B	Acknowledgement of Receipt and Filing of the Following: Irvin L. Young Memorial Library Board minutes of June 19, 2017; Parks and Recreation Board minutes of 6/29/17.	P. 7
CA-C	Expedited Approval of the Following Items, per City Staff Recommendation: C-3	n/a

CITY MANAGER UPDATE

STAFF REPORTS

City Manager	Strategic Plan Summary	P.14
DTWW	Downtown Whitewater Quarterly Report.	P. 18

HEARING OF CITIZEN COMMENTS. No formal Common Council Action will be taken during this meeting although issues raised may become a part of a future agenda. Participants are allotted a three minute speaking period. Specific items listed on the agenda may not be discussed at this time; however citizens are invited to speak to those specific issues at the time the Council discusses that particular item.

RESOLUTIONS: None.

ORDINANCES First Reading– None.

ORDINANCES Second Reading – None.

CONSIDERATIONS:

C-1	Request for Approval of Amendment No. 3 to Technical Services Agreement with Strand Associates (extending term of agreement). (City Manager Request)	P. 20
C-2	Request for Approval of Task Order 17-01 with Strand Associates, relating to proposed	P. 22

	water main extension. (WWTP Supt. Request).	
*C-3	Request for Approval of membership agreement with Jefferson County Economic Development Consortium (CDA Director Request).	P. 26
<i>C-3a</i>	<i>Request for approval of agreement with Lake and Pond Solutions Co. of Elkhorn, Wisconsin, for completion of Aquatic Plant Survey. (Parks & Recreation Director Request).</i>	<i>P. 32</i>
C-4	Councilmember Requests for POLCO citizen polling software questions. (PR & Communications Request).	n/a
C-5	Councilmember Requests for Future Agenda Items.	n/a
C-6	<u>EXECUTIVE SESSION.</u> Adjourn to Closed Session, NOT TO RECONVENE , pursuant to Chapter 19.85(1)(e) “Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session”. Items to be Discussed: *Negotiation of agreement relating to 2016 Municipal Parking Lot Project.	n/a

Anyone requiring special arrangements is asked to call the Office of the City Manager / City Clerk at least 72 hours prior to the meeting.

***Items denoted with asterisks will be approved on a single motion and vote due to their routine nature or previous discussion. Any council member may request that a consent agenda item be removed for individual discussion.**

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
ANICH LUMBER & HARDWARE CO, AJ					
1601	ANICH LUMBER & HARDWARE	SIDEWALK REPAIRS/EPOXY REROD	08/01/2017	55.60	280-57500-805
Total ANICH LUMBER & HARDWARE CO, AJ:				55.60	
BADGER POPCORN & CONCESSION SUPPLY					
3180	BADGER POPCORN & CONCES	FIELD OF DREAMS/CONCESSIONS	08/01/2017	21.30	246-55110-346
3180	BADGER POPCORN & CONCES	FIELD OF DREAMS/CONCESSIONS	08/01/2017	166.40	246-55110-346
Total BADGER POPCORN & CONCESSION SUPPLY:				187.70	
BAKER TILLY VIRCHOW KRAUSE LLP					
2003	BAKER TILLY VIRCHOW KRAUS	IT/JULY-DEC 2017 SOFTWARE SUPPORT	08/01/2017	3,249.71	100-51450-245
2003	BAKER TILLY VIRCHOW KRAUS	WATER/JULY-DEC 2017 SOFTWARE SUPPORT	08/01/2017	2,195.75	610-61903-340
2003	BAKER TILLY VIRCHOW KRAUS	WASTEWATER/JUL-DEC 2017 SOFTWARE SUPPORT	08/01/2017	2,195.75	620-62810-352
2003	BAKER TILLY VIRCHOW KRAUS	STORMWATER/JUL-DEC 2017 SOFTWARE SUPPORT	08/01/2017	1,141.79	630-63300-352
Total BAKER TILLY VIRCHOW KRAUSE LLP:				8,783.00	
BALL, RICHARD					
1033	BALL, RICHARD	INNOVATION CTR/MATS	08/01/2017	113.20	920-56500-250
1033	BALL, RICHARD	AQUATIC CTR/SOAP	08/01/2017	467.15	247-55800-340
1033	BALL, RICHARD	GEN BLDG/WASTE RECEPTACLE	08/01/2017	53.00	100-51600-355
Total BALL, RICHARD:				633.35	
BATTERIES PLUS LLC					
3069	BATTERIES PLUS LLC	GEN BLDG/ELECTRICTAL SUPPLIES	08/01/2017	36.90	100-51600-340
Total BATTERIES PLUS LLC:				36.90	
BAYCOM INC					
2079	BAYCOM INC	RESCUE/PANASONIC TOUGHBOOK	08/01/2017	6,320.00	210-52200-810
Total BAYCOM INC:				6,320.00	
BURNS INDUSTRIAL SUPPLY					
28	BURNS INDUSTRIAL SUPPLY	PARKS/MOWER REPAIR	08/01/2017	22.78	100-53270-242
Total BURNS INDUSTRIAL SUPPLY:				22.78	
CEDAR CREST ICE CREAM					
7975	CEDAR CREST ICE CREAM	AQUATIC CTR/CONCESSIONS	08/01/2017	335.69	247-55800-342
Total CEDAR CREST ICE CREAM:				335.69	
CSI MEDIA LLC					
5638	CSI MEDIA LLC	AQUATIC CTR/AD	08/01/2017	345.00	247-55800-324
Total CSI MEDIA LLC:				345.00	
DALE'S BOOTERY LLC					
4598	DALE'S BOOTERY LLC	STREET/BUCKINGHAM	08/01/2017	173.40	100-53300-118

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
4598	DALE'S BOOTERY LLC	STREET/FREEMAN	08/01/2017	267.78	100-53300-118
4598	DALE'S BOOTERY LLC	STREET/MAAS	08/01/2017	248.63	100-53300-118
Total DALE'S BOOTERY LLC:				689.81	
DIVERSIFIED BENEFIT SVC INC					
4192	DIVERSIFIED BENEFIT SVC INC	FINANCE/FLEX PLAN JULY 2017	08/01/2017	299.84	100-51500-217
Total DIVERSIFIED BENEFIT SVC INC:				299.84	
DIVERSIFIED BUILDING MTN					
1809	DIVERSIFIED BUILDING MTN	LIBRARY/JANITORIAL SVC	08/01/2017	1,506.00	100-55111-246
1809	DIVERSIFIED BUILDING MTN	INNOVATION CTR/JANITORIAL SVC	08/01/2017	1,302.00	920-56500-246
1809	DIVERSIFIED BUILDING MTN	CRAVATH LAKEFRONT/JANITORIAL SVC	08/01/2017	590.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	CRAVATH LAKEFRONT/EVENT CLEANING	08/01/2017	375.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	COMM BLDG/JANITORIAL SVC	08/01/2017	956.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	CITY HALL/JANITORIAL SVC	08/01/2017	3,800.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	ARMORY/JANITORIAL SVC	08/01/2017	1,193.00	100-51600-246
1809	DIVERSIFIED BUILDING MTN	AQUATIC CTR/JANITORIAL SVC	08/01/2017	719.00	247-55500-246
1809	DIVERSIFIED BUILDING MTN	COMM BLDG/EVENT CLEAN UP	08/01/2017	98.00	100-51600-246
Total DIVERSIFIED BUILDING MTN:				10,539.00	
DONOHUE & ASSOCIATES INC					
7077	DONOHUE & ASSOCIATES INC	WASTEWATER/INV #14	08/01/2017	64,450.46	620-62810-820
Total DONOHUE & ASSOCIATES INC:				64,450.46	
FASTENAL COMPANY					
1255	FASTENAL COMPANY	STREET/CREDIT	08/01/2017	31.11-	100-53230-340
1255	FASTENAL COMPANY	STREET/CREDIT	08/01/2017	25.50-	100-53230-340
1255	FASTENAL COMPANY	STREET/DOWNTOWN WHITEWATER REIMBURSED	08/01/2017	134.33	100-53300-405
1255	FASTENAL COMPANY	STREET/REPAIR PARTS	08/01/2017	67.12	100-53230-340
1255	FASTENAL COMPANY	PARKS/SAFETY SUPPLIES	08/01/2017	83.65	100-53270-340
1255	FASTENAL COMPANY	STREET/REPAIR PARTS	08/01/2017	29.84	100-53230-340
1255	FASTENAL COMPANY	STREET/REPAIR PARTS	08/01/2017	148.69	100-53230-340
Total FASTENAL COMPANY:				407.02	
FRAWLEY OIL CO INC					
133	FRAWLEY OIL CO INC	POLICE PATROL/FUEL	08/01/2017	16.86	100-52110-351
Total FRAWLEY OIL CO INC:				16.86	
GREAT AMERICA FINANCIAL SERVICE					
7537	GREAT AMERICA FINANCIAL S	WASTEWATER/COPIER	08/01/2017	119.25	620-62820-310
Total GREAT AMERICA FINANCIAL SERVICE:				119.25	
HAUSZ BROTHERS INC					
7488	HAUSZ BROTHERS INC	STORMWATER/ROAD ROCK	08/01/2017	282.41	630-63440-350
Total HAUSZ BROTHERS INC:				282.41	
JOHNS DISPOSAL SERVICE INC					
42	JOHNS DISPOSAL SERVICE IN	CITY/BULK	08/01/2017	4,294.62	230-53600-219
42	JOHNS DISPOSAL SERVICE IN	CITY/RECYCLING	08/01/2017	6,707.03	230-53600-295
42	JOHNS DISPOSAL SERVICE IN	CITY/REFUSE	08/01/2017	21,499.61	230-53600-219

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
Total JOHNS DISPOSAL SERVICE INC:				32,501.26	
JOHNSON BLOCK & CO INC					
4258	JOHNSON BLOCK & CO INC	FINANCE/AUDIT PROCESS	08/01/2017	2,000.00	100-51500-214
4258	JOHNSON BLOCK & CO INC	WATER/AUDIT PROGRESS BILL	08/01/2017	1,000.00	610-61923-210
4258	JOHNSON BLOCK & CO INC	WASTEWATER/AUDIT PROGRESS BILL	08/01/2017	1,000.00	620-62810-219
4258	JOHNSON BLOCK & CO INC	STORMWATER/AUDIT PROGRESS BILL	08/01/2017	875.00	630-63300-214
Total JOHNSON BLOCK & CO INC:				4,875.00	
JOHNSTONE SUPPLY					
484	JOHNSTONE SUPPLY	GEN BLDG/MOTOR	08/01/2017	341.06	100-51600-355
Total JOHNSTONE SUPPLY:				341.06	
KB SHARPENING SERVICES INC					
110	KB SHARPENING SERVICES IN	STORMWATER/BLADES	08/01/2017	30.00	630-63600-352
Total KB SHARPENING SERVICES INC:				30.00	
LINCOLN CONTRACTORS SUPP INC					
165	LINCOLN CONTRACTORS SUP	SIDEWALK REPAIR/CORRUGATE WASHOUT	08/01/2017	377.94	280-57500-805
Total LINCOLN CONTRACTORS SUPP INC:				377.94	
LIPARI FOODS OPERATING CO LLC					
7910	LIPARI FOODS OPERATING CO	FIELD OF DREAMS/CONCESSIONS	08/01/2017	661.45	246-55110-346
Total LIPARI FOODS OPERATING CO LLC:				661.45	
LYCON INC					
55	LYCON INC	WATER/WI & MILWAUKEE ST WATERMAIN REPAIR	08/01/2017	734.50	610-61652-350
55	LYCON INC	SIDEWALKS/WHITON & CHARLES ST	08/01/2017	678.00	280-57500-805
55	LYCON INC	WATER/E MILWAUKEE ST	08/01/2017	282.50	610-61651-350
55	LYCON INC	SIDEWALKS/CHERRY & CENTER ST	08/01/2017	141.25	280-57500-805
55	LYCON INC	PERMITS/KOLB @ PRINCE & CHARLES ST	08/01/2017	84.75	100-21660
Total LYCON INC:				1,921.00	
NORTHERN SEWER EQUIPMENT CO INC					
44	NORTHERN SEWER EQUIPMEN	WASTEWATER/WATER PUMP REPAIRS	08/01/2017	2,500.00	620-62830-355
44	NORTHERN SEWER EQUIPMEN	WASTEWATER/#23 HEAT EXCHANGER	08/01/2017	1,156.79	620-62830-355
Total NORTHERN SEWER EQUIPMENT CO INC:				3,656.79	
OBERLE, KORI					
8305	OBERLE, KORI	GEN ADMN/LANDMARKS SUPPLIES	08/01/2017	290.68	100-51400-335
Total OBERLE, KORI:				290.68	
PAYNE & DOLAN INC					
8307	PAYNE & DOLAN INC	WATER/ASSEMBY CT & E MILWAUKEE ST	08/01/2017	1,002.75	610-61651-350
8307	PAYNE & DOLAN INC	PERMIT/KOLB ASPHALT	08/01/2017	183.75	100-21660
Total PAYNE & DOLAN INC:				1,186.50	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
PEPSI-COLA					
7941	PEPSI-COLA	AQUATIC CTR/CONCESSIONS	08/01/2017	220.52	247-55800-342
7941	PEPSI-COLA	FIELD OF DREAMS/CONCESSIONS	08/01/2017	722.44	246-55110-346
7941	PEPSI-COLA	FIELD OF DREAMS/CONCESSIONS	08/01/2017	692.16	246-55110-346
Total PEPSI-COLA:				1,635.12	
PETE'S TIRE SERVICE INC					
727	PETE'S TIRE SERVICE INC	STREET/SKID STEER TIRE REPAIRS	08/01/2017	40.00	100-53230-352
727	PETE'S TIRE SERVICE INC	STREET/#8 TIRE REPAIRS	08/01/2017	40.00	100-53230-352
727	PETE'S TIRE SERVICE INC	PARKS/#73 TIRE REPAIRS	08/01/2017	280.00	100-53270-242
727	PETE'S TIRE SERVICE INC	PARKS/#72 TIRE REPAIRS	08/01/2017	40.00	100-53270-242
Total PETE'S TIRE SERVICE INC:				400.00	
STA-LITE CORP					
102	STA-LITE CORP	PARKS/MILL POND & CRAVATH FOUNTAIN REPAIR	08/01/2017	446.20	100-53270-340
102	STA-LITE CORP	FIELD OF DREAMS/BALL FIELD LIGHTS	08/01/2017	430.80	246-55110-350
102	STA-LITE CORP	FIELD OF DREAMS/BALL FIELD LIGHTS FUSE & INSPECT	08/01/2017	83.76	246-55110-350
Total STA-LITE CORP:				960.76	
STRAND ASSOCIATES INC					
358	STRAND ASSOCIATES INC	STORMWATER/FRANKLIN & ANN ST	08/01/2017	772.78	630-63440-845
358	STRAND ASSOCIATES INC	STORMWATER/TMDL PLAN	08/01/2017	7,929.04	630-63440-820
358	STRAND ASSOCIATES INC	WATER/WATER SYSTEM STUDY	08/01/2017	7,326.72	610-61936-810
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/FREMONT DRAINAGE	08/01/2017	2,181.84	100-52400-219
358	STRAND ASSOCIATES INC	STORMWATER/DNR GRANT POND	08/01/2017	152.25	630-63440-295
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/PMT MTGS	08/01/2017	292.50	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/UWW RESIDENCE HALL	08/01/2017	101.50	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/GARDEN APTS	08/01/2017	456.73	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/SCHOOL DISTRICT	08/01/2017	807.98	100-52400-219
358	STRAND ASSOCIATES INC	NEIGHBORHOOD SVC/BUSINESS PARK SPEC BLDG	08/01/2017	236.11	100-52400-219
358	STRAND ASSOCIATES INC	GEORGE ST/RECONSTRUCTION	08/01/2017	402.77	450-57500-898
358	STRAND ASSOCIATES INC	CENTER ST/RECONSTRUCTION	08/01/2017	691.27	450-57500-802
358	STRAND ASSOCIATES INC	ESTERLY & CLAY ST/RECONSTRUCTION	08/01/2017	407.90	450-57500-879
358	STRAND ASSOCIATES INC	WATER/ESTERLY & CLAY ST	08/01/2017	407.89	610-61936-820
358	STRAND ASSOCIATES INC	WASTEWATER/ESTERLY & CLAY ST	08/01/2017	407.89	620-62810-820
358	STRAND ASSOCIATES INC	CLAY ST/RECONSTRUCTION	08/01/2017	5,675.30	450-57500-836
358	STRAND ASSOCIATES INC	STORMWATER/CLAY ST	08/01/2017	1,891.77	630-63440-855
Total STRAND ASSOCIATES INC:				30,142.24	
SUPERIOR CHEMICAL CORP					
826	SUPERIOR CHEMICAL CORP	AQUATIC CTR/JANITORIAL SUPPLIES	08/01/2017	81.71	247-55800-340
Total SUPERIOR CHEMICAL CORP:				81.71	
TALLGRASS RESTORATION LLC					
7516	TALLGRASS RESTORATION LL	INNOVATION CTR/PRAIRIE GRASS MGMT	08/01/2017	750.00	920-56500-294
Total TALLGRASS RESTORATION LLC:				750.00	
TULLY, TIMOTHY J					
495	TULLY, TIMOTHY J	FIELD OF DREAMS/BASEBALLS	08/01/2017	180.00	246-55110-340
Total TULLY, TIMOTHY J:				180.00	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
UW WHITEWATER					
8	UW WHITEWATER	AQUATIC CTR/JANITORIAL SUPPLIES	08/01/2017	193.78	247-55700-355
8	UW WHITEWATER	PARKS/HERBICIDE & DUCT TAPE	08/01/2017	208.33	100-53270-340
8	UW WHITEWATER	WASTEWATER/TRASH LINERS	08/01/2017	30.75	620-62840-340
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	08/01/2017	84.88	100-51600-340
8	UW WHITEWATER	GEN BLDG/JANITORIAL SUPPLIES	08/01/2017	114.21	100-51600-340
8	UW WHITEWATER	INNOVATION CTR/SOAP	08/01/2017	41.83	920-56500-250
8	UW WHITEWATER	INNOVATION CTR/WATER SOFTENER SALT	08/01/2017	227.90	247-55700-355
8	UW WHITEWATER	INNOVATION CTR/SUPPLIES	08/01/2017	88.67	920-56500-250
8	UW WHITEWATER	AQUATIC CTR/GLOVES	08/01/2017	29.36	247-55700-355
Total UW WHITEWATER:				1,019.71	
VARELA, ALEJANDRO					
7783	VARELA, ALEJANDRO	COURT/INTERPRETING SVC	08/01/2017	45.00	100-51200-219
Total VARELA, ALEJANDRO:				45.00	
VERMEER-WISCONSIN INC					
2503	VERMEER-WISCONSIN INC	STORMWATER/REPAIRS PARTS	08/01/2017	150.93	630-63600-352
2503	VERMEER-WISCONSIN INC	STORMWATER/CHIPPER RENTAL STORM CLEANUP	08/01/2017	1,500.00	630-63600-352
2503	VERMEER-WISCONSIN INC	STORMWATER/CHIPPER RENTAL STORM CLEANUP	08/01/2017	1,500.00	630-63600-352
Total VERMEER-WISCONSIN INC:				3,150.93	
WALWORTH COUNTY					
336	WALWORTH COUNTY	GEN ADMN/RECORD COPIES	08/01/2017	9.00	100-51400-310
Total WALWORTH COUNTY:				9.00	
WHITEWATER LIMESTONE INC					
20	WHITEWATER LIMESTONE INC	STORMWATER/LIMESTONE PEARSON LN & HWY 12	08/01/2017	37.70	630-63440-350
Total WHITEWATER LIMESTONE INC:				37.70	
WI DEPT OF REVENUE					
4981	WI DEPT OF REVENUE	COURT/LAKEISHA DOWNS #42517-10	08/01/2017	149.00	100-21690
4981	WI DEPT OF REVENUE	COURT/MATTHEW C JORDAN #53708	08/01/2017	493.75	100-21690
Total WI DEPT OF REVENUE:				642.75	
WOLF CONSTRUCTION CO INC					
8306	WOLF CONSTRUCTION CO INC	STREET/STONE	08/01/2017	2,280.04	100-53300-405
Total WOLF CONSTRUCTION CO INC:				2,280.04	
WOLTER POWER SYSTEMS					
3247	WOLTER POWER SYSTEMS	GEN BLDG/GENERATOR REPAIR	08/01/2017	390.00	100-51600-245
Total WOLTER POWER SYSTEMS:				390.00	
Grand Totals:				181,091.31	

Vendor	Vendor Name	Description	Invoice Date	Net Invoice Amount	GL Account Number
--------	-------------	-------------	--------------	--------------------	-------------------

Dated: 07/26/2017

Treasurer: STEVE HATTON

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, June 19, 2017, 6:30 pm

MINUTES

1. Call to Order by President Hartwick – 6:30 p.m.

Present: Julie Caldwell, Brienne Diebolt-Brown, Chris Grady, Anne Hartwick,
Richard Helmick, Jim Winship

Absent: Cory Pepler

Staff: Stacey Lunsford, Diane Jaroch, Deana Rolfsmeyer

Guests: Kori Oberle

2. Election of Officers

MSC Winship/Grady moved that current slate of officers be elected

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship

Nays: None

- Caldwell and Helmick were sworn in to new terms

3. Consent Agenda

- a) Approval of minutes of the May 15, 2017 regular meeting*
- b) Acknowledgement of receipt of city financial reports for April 2017*
- c) Acknowledgment of receipt of financial report of special revenue fund receipts for May 2017*
- d) Approval of payment of invoices for May 2017*
- e) Acknowledgment of receipt of statistical reports for May 2017 and 1st quarter statistical comparison report*
- f) Acknowledgment of receipt of treasurer's reports for May 2017*

MSC Grady/Winship to approve the consent agenda in total

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship

Nays: None

4. Hearing of Citizen Comments

- a) No comments made

5. Old Business

- a) Library Building Expansion Project ~ Discussion
 1. Review the 2012 space needs assessment ~ Action
 2. P. 41 Small group study rooms, a room to seat 8 and 10 people were taken out when board asked architect to pare down the

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, June 19, 2017, 6:30 pm**

design, needs to be updated and shrunk for a 25,000 sq ft building

3. Finance committee did an evaluation, did due diligence and is prepped for a proposal, attached

MSC Winship/Helmick to inquire about an update to the 5-year-old space needs assessment

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship
Nays: None

b) Council and Community Communications ~ Discussion

1. Stacey is on the agenda to discuss library board special meeting at June 20 Common Council meeting

6. New Business

a) Disposition of money from Library Fund Balance ~ Action

1. Based on finance committee updated \$454,491 from library's 220 Fund Balance to be transferred to Library Building Fund

MSC Helmick/Winship to transfer \$454,491 from library's 220 Fund Balance to Library Building Fund

Ayes: Caldwell, Diebolt-Brown, Grady, Hartwick, Helmick, Winship
Nays: None

b) Review of 2017 Goals and Objectives ~ Discussion

1. Offer has been made to employ new maker space librarian
2. Winship suggested that the new librarian be put in touch with school district parent/student liaison

7. Staff & Board Reports

- a) Director's Report
- b) Adult Services Report
- c) Youth Educational Services Report
- d) Board member reports

Winship – Whitewater LEADS got a pillar grant for \$2800 for Dolly Parton Imagination Library partnership, proposed promoting kids signing up for this program while signing up for other library programming/events
Helmick wanted to know status of alternate board member applications, still in process

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.



**Irvin L. Young Memorial Library
431 W Center St
Whitewater WI 53190
Board of Trustees Regular Meeting
Community Room
Monday, June 19, 2017, 6:30 pm**

8. Board member requests for future agenda items - none
9. Confirmation of next meeting on July 17, 2017, 6:30 pm
10. Adjournment at 7:35 pm

Respectfully submitted,

Brienne Diebolt-Brown, Acting Secretary

*Items denoted with an asterisk will be approved on the Consent Agenda unless any board member requests that it be removed for individual discussion.

Anyone requiring special arrangements is asked to call the office of the Library Director (473-0530) 72 hours prior to the meeting.

**City of Whitewater
Parks and Recreation Board
Minutes
Thursday, June 29, 2017– 6:30 pm
Cravath Lakefront Conference Room
2nd Floor, Whitewater Municipal Building
312 W. Whitewater St. Whitewater, WI 53190**

Call to Order and Roll Call

Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan.
Absent: Larry Kachel, Bruce Parker and Nate Jaeger.
Staff: Eric Boettcher, Steve Hatton, Cameron Clapper, Jessica Fritz, Michelle Dujardin, and Deb Oas.
Guests: None

Consent Agenda:

CA-A Approval of Parks and Recreation Board minutes of May 17, 2017

No items to be removed from consent agenda. Ryan moved to accept the consent agenda with the noted corrections to the May 17th minutes. Second by McCormick. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None.
Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

Hearing of Citizen Comments:

No formal action will be taken during this meeting, although issues raised may become part of a future agenda. Participants are allotted a 3 minute speaking period. Specific items listed on the agenda may not be discussed at this time; however, citizens are invited to speak to those issues as designated in the agenda.

No Comments

Staff Reports:

Parks & Recreation Director

Eric Boettcher- Self introduction and excitement expressed for the position.

Recreation & Community Events Programmer

Michelle Dujardin – Summer Programs: All the summer programs have begun and have great attendance. Kids Camp is currently located at the High School and truly enjoying the opportunity to utilize the Aquatic Center once a week.

Events: The first family fun night hosted on June 15th was the Philip and Henry Magic Show. Attendance was great with over 100 enjoying the show. The first concert in the park was the

Palmyra- Eagle Community Band. Attendance was good with over 75 people. The next family fun night is the Big Rig Gig on Thursday, July 13th.

Lake Harvest: Midwest Aquatics came to do the first weed harvesting of both Trippe and Cravath Lake the week of June 19th. Additional rain fall helped the harvest and clear excess floating weeds from the lake. The harvest will happen again in August.

Athletic Program Coordinator

Brian de la Torriente (Update given by Dujardin) – Tee Ball and Rookie Ball has started, and first games were this past Tuesday. 86 total kids.

Tennis Program is in its third week. Total of 24 participants. Premier Tennis and Fitness is teaching classes.

July 7-9, Whippet Challenge Baseball Tournament. 24 total teams. 10u-12u.

Hosting 12u Quad County End of Season Tournament July 14-16. Total of 16 teams.

Looking to host a one day Fall softball tournament the weekend of August 26th.

Considerations:

C-1 Presentation by Parks & Recreation Director and Aquatics Director of Whitewater Aquatic & Fitness Center

- Current Financials of facility
For the Month of May, the Aquatic Center saw Revenues of \$39,366.29 and Expenses of \$61, 905.37.
- Future planning of financials with Steve Hatton
The Cities Finance Director Steve Hatton presented the current financials along with best and worst case scenarios for completed 2017.
- Proposed Cleaning List
Oas presented the cleaning list for discussion and questions.
- State Inspection Report
The Aquatic Center had a state inspection completed on May 23, 2017. Oas stated we had only a few issues that came up. The emergency telephone in the pool area, a shower head and the chipping rock wall and waterfall behind the whirlpool were items that need immediate attention. Oas stated a plan to fix all of the items were in place.
- Update on Lap Pool Shut Down & Acid Wash
The lap pool shut down is scheduled to start the night of Sunday, July 23 and then acid wash the pool on Monday morning hopefully being done around noon. The refilling will then start with the hopes of restarting the system and opening the pool by Sunday, July 30th. This time line assumes the use of pumps and fire hoses from the city to speed the process.

- Hot tub concerns and plans
Oas presented an outside quote of \$52,000 for the hot tub rock wall repair. Boettcher spoke with Chuck Nass and will be able to complete the project in house with a cost of \$2,500-\$3,000. Dates and time of repair are still in the works.

C-2 Discussion and possible action related to Whitewater Police Department Request to close Aquatic Center on August 23rd for Active Shooter Training taking place at the High School.

Boettcher presented a letter from the Whitewater Police department requesting to close the Aquatic and Fitness center for and active shooter training that will take place at the High School on Wednesday, August 23, 2017.

Knedler moved to close the facility for three days the last week in July in conjunction with the Lap Pool closure for deep cleaning and to also work with the Whitewater Police Department to firm up exact training times on August 23rd for partial closure. Second by Kaina. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

C-3 Discussion and possible action on Whitewater Grocery Co. to be eligible as a partnership organization and receive free facility rentals.

Boettcher presented the letter from Whitewater Grocery Co. that is requesting to a partner organization of the Whitewater Parks and Recreation Department. This will enable them to receive a discount on use of city facility space to hold meetings.

Kidd moved to approve Whitewater Grocery Co. eligible as a partnership organization and receive free facility rental. Second by McCormick. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

C-4 Discussion and possible action related to the scheduling of future Parks & Recreation Board Meeting times and days.

Boettcher presented the discussion of the time and date changer for the Parks and Recreation Board meetings to be held on the Third Wednesday of the month with a start time of 5:00pm. This will allow those staff members who may need to attend the board meetings to be able to do so immediately after work.

Members stated concern of a 5:00pm start time do to the ability to attend the meetings on time.

Knedler moved to approve the future Parks and Recreation Board Meetings take place on the third Wednesday of the month with the start time of 5:30pm. Second by Ryan. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

C-5 Request for future agenda items

No requests were stated

C-6 Adjourn

Kaina moved to adjourn at 7:45 pm. Second by Kilar. Ayes: Brandon Knedler, Mike Kilar, Jaime Weigel, Carol McCormick, Jen Kaina, Ken Kidd, and Steve Ryan Noes: None. Abstain: None. Absent: Larry Kachel, Bruce Parker and Nate Jaeger.

Next scheduled meeting: Wednesday, July 19th, 5:30 pm

Respectfully submitted,

Michelle Dujardin

Michelle Dujardin



Strategic Planning Summary

July 26, 2017

On July 11, 2017, members of the Common Council, city staff and interested community members attended a Strategic Planning Workshop. The workshop was held to identify and prioritize issues the City faces as well as to establish community goals. The outline below is the output from that workshop. It is intended to assist council members and staff set departmental objectives to guide work towards achieving these identified goals.

A common group brainstorming approach was used to capture the input of those present with the assistance of a facilitator. Attendees were asked to create post-it notes containing issues they feel the community faces. Each issue was then collected and grouped by topic. Once grouped, each attendee was given ten votes to allocate to those issues they deemed most important. The votes allocated to each group were then tallied and used to prioritize the issues.

Attendees were placed in groups and drafted goal statements for each of the top six issues. Below is the compiled output of their efforts.

I. Improve Organizational Communication both Internally and Externally

(Smith, Mickelson, Boyd, Goettl/Scribe)

A. Objectives

1. Increase citizen participation by encouraging citizens, including UW-W students to engage in city government (particularly committees) through new and innovative ideas of Community Involvement Committee.
2. Utilize 1 day CVMIC training course on communication improvements
3. City creates policy expectation of reasonable timely responses to both internal and external inquiries.
4. Provide opportunities for staff to volunteer with community groups, schools, UW-W to engage and encouraging ongoing volunteerism.

B. Post-It Tally Results – Total 67

1. More online communication stuff (10)
2. Better communication among departments city-wide (10)
3. Increase community involvement (9)
4. Improve relations with UW-W (7)
5. Involvement integration of Hispanic/immigrant population (7)
6. More activities for UW-W students (5)
7. Encourage resident participation in government (4)
8. Increase applications for commissions (3)
9. Better response to issues of poverty in schools (3)
10. Attract and keep 25-35 year-olds in town now for future growth (2)
11. Promote culture inclusive of single families/students (2)
12. Timely/Consistent City staff response to citizens (2)
13. Do better at code enforcement (2)
14. Develop more communication methods to reach more citizens (1)
15. Citizen participation-volunteerism/engagement with City government to include students and/or increase student participation (0)
16. Decreasing community connection and buy-in (0)

II. Develop and Establish Staff Appreciation Program

(Nobling, Allen, Dujardin, Otterbacher, Atkinson/Scribe)

A. Objectives

1. Identify Co-Worker Recognition/Job well done!
2. (Wildcard- catching them in the act)
3. Effective merit based performance evaluation and appreciation
4. Small group training opportunities
5. Establish/expand comprehensive wellness program
6. Career development program
7. Seek to implement competitive wage structure
8. Paid time off
9. Reward and recognition
10. Teambuilding/EE Volunteer Program
11. Intern program to enhance staff support

B. Post-It Tally Results – Total 47

1. See the value of staff (10)
2. Work towards performance based pay schedules (8)
3. Pay increases for staff (5)
4. Administer policies consistently (5)
5. Education incentives (4)
6. Employee wellness program (3)
7. Respectful interactions (3)
8. Positive environment (3)
9. Staff shortages (3)
10. Volunteer hours to beautify the city for staff (2)
11. Expand on the wellness program (1)
12. More diverse staff
13. Performance measure & management transparency need
14. All City departments work better together
15. Develop inter-departmental efficiencies

III. Improve Housing Options

(Munz-Pritchard, Grady, Lunsford, de la Torriente/Scribe)

A. Objectives

1. Establish a new subdivision
2. Develop incentive programs to encourage home ownership
3. Establish a grant program for rehabbing houses
4. Promote high density housing near campus
5. Redevelop single family housing around near campus
6. Attract families with younger children through increased activities (Splash pad, larger library, children's museum)

B. Post-It Tally Results - Total 30

1. Single family neighborhood preservation (8)
2. Single family housing for young families (8)
3. Increasing new home construction (6)
4. Grow population-Long term (3)
5. Middle income single family homes (3)
6. Develop incentive program to get people to relocate to new homes in Whitewater (2)
7. Redevelop single family residential around downtown (walking) long-term. (0)
8. Not protecting long-term, historical, foundational neighborhoods (0)

IV. Long Term Planning-Draft a sustainable framework for long-term planning

(Singer, Cannon, Reel, Hatton, Meyer/Scribe)

A. Objectives

1. Prioritization- establish criteria for determining immediacy/stakeholder input
2. Operational/Capital Items
3. Work w/in debt limits
4. City-wide & Department specific
5. Identify constraints
6. Alternative funding
7. Succession planning/knowledge transfer
8. Data-driven decision making

B. Post-It Tally Results – Total 29

1. Long term financial plan (7)
2. Set obtainable goals (7)
3. More money (5)
4. Work towards longer term planning (4)
5. Infrastructure improvement plan w/funding (3)
6. Long term budget planning-forecasting (3)
7. Revenue Limitations (Levy Limits) Concern (0)

V. Attract a Grocery Store

(Binnie, Carlson, Lien, McDonell/Scribe)

A. Objectives

1. Market the City to prospective grocers
2. Coordinate groups seeking to attract a grocer, including co-op supporters.
3. Continue to study possible locations
4. Create an environment that will facilitate grocery store development. Check with local businesses who may be interested in a multi-use development
5. Invite public input
6. Work on shop local initiative
7. Understand the current economics of the grocery business.
8. Think outside the “box”

B. Post-It Tally Results – Total 22

1. Attract a grocer (12)
2. Grocery store recruitment or Co-op (10)

VI. Work proactively to expand library facilities to meet changing community needs

(Dieter, Jaroch, McCormick, Rolfsmeier/Scribe)

A. Objectives

1. Continue to educate the public on how an expansion will benefit the community.
2. Get updated space needs assessment.
3. Develop a financial plan that aligns with city financial restraints.
4. Continue to pursue alternative building options
5. Review previous community input.
6. Consider professional promotion options

B. Post-It Tally Results – Total 13

1. Library expansion (13)

The below outline is the remaining issues captured but not prioritized into the top six categories.

I. Other Suggestions (Not explored)

A. Long Term Planning – Total 12

1. Hours of service to enhance work/life balance for citizens and employees. For example, open one day until 7 pm but close early on another day (4)
2. Better and closer healthcare options (3)
3. Mandate garbage pickup when tenants move out (2)
4. Overnight parking (2)
5. Downtown building environment (1)

B. Lakes – Total 18

1. Improve lakes (8)
2. Establish a lake district (4)
3. Park maintenance (4)
4. Water quality Trippe/Cravath (2)
5. Lake Health-Dredge (0)

C. Economic – Total 6

1. Developing rail access for businesses (3)
2. Additional development in Tech Park (2)
3. Attracting “New Technology” workers to the area (1)

D. Infrastructure – Total 27

1. Develop East side (8)
2. Proactive Business Retention Program (6)
3. Replacement Plan for vehicles/equipment (5)
4. Expand Highway 12 to four lanes long-term (4)
5. Getting approval for a four-lane highway connection to interstate (4)
6. Petition DOT to eliminate traffic lanes on roundabout (0)

E. Utilities – Total 4

1. More underground utility replacement currently lack of money for critical infrastructure (2)
2. Online short-term bill pay (1)
3. Give water customers ability to see own hourly usage (1)
4. Attract another co-generation power plant to subsidize our CIP (0)

Quarterly Update, August 2017

New positioning statement to better communicate who we are:

Downtown Whitewater, Inc. is a volunteer-driven organization spearheading community efforts to re-energize and enhance our historic downtown. We are community advocates and volunteers who share a passion for Whitewater. We bring people from all walks of life together to celebrate Whitewater's history and traditions, to care for our downtown neighborhood, and to inspire confidence and investments that are flowing toward an economically vibrant, engaging and exciting place in the heart of Whitewater – a place we love, a place we're proud to call home, and a place where future generations can grow and take pride in calling their own.

Whitewater City Market:

- 12 markets under our belts for the Whitewater City Market 2017 regular season.
- Only 1 market completely rained out – this is something to celebrate this year!
- Weekly average attendance to date – 535, this is a low count, and we will be looking for a way to count that better accommodates for multiple entry points to this new layout.
- 75 total vendor applications thus far in the year, with new vendors applying almost weekly.
- 201.41 pounds of food donated to the food pantry to date prior to 07/25 market, down from 2016 due to delayed harvesting this season.
- Information booths about this year, we are seeing 3 to 6 per market.
- Launched weekly e-newsletter to share recipes and information with community
- Initial approval grant through Wal-mart Community Foundation to print and demo healthy recipes at the market – or in conjunction with other events such as Trick or Treat the Triangle

Events:

- Final preparations for Main Street Festival are underway – new this year, partnership with Discover Whitewater Race, being called (Re)Discover Whitewater Weekend
- Small Business Saturday – looking forward to continuing momentum from 2016 for participation
- Trick or Treat the Triangle – date and times set, letters for sponsorship ready to be sent, posters should be up around the community mid-August.
- Christmas Parade – planning has begun, letters for sponsorship will go out beginning of September, posters for this event will go up mid-September.

The Organization:

- To be fiscally responsible the board of directors voted to make executive director a part time position, 24 hours per week. This allows projects to continue while the organization works on ways to ensure the organization is sustainable long-term.
- Downtown Whitewater was approached to join the 4th of July Festival committee as head of the committee to replace Jean and Blake. The board of directors voted to accept this offer and started the mentorship to ensure a smooth

transition. Blake and Jean are to be commended for such an organized and well operating festival. We are honored and excited to assist the continuation of this event for the community.

- A weekly event newsletter has been created as a resource for community members to opt in to find out about events and business news both downtown and throughout the community.
- A Main Street tech visit provided us some feedback and ideas for future planning for volunteer development, donor development, and how to tell our unique story to the community.

Additional Items:

- Trash can refurbishment/replacement – We have essentially changed directions and are awaiting permission of East Gate sculpture artist to mirror a panel design from the sculpture. Design committee would like the public to assist in design selection via a fundraiser “vote with your money” at the Whitewater City Market.
- Business Investment Guide released online by 08/07. Letters will go out to prospective resources, for a fee they will be listed with guide for a term of 1 year.
- Design Guidelines – historical design guidelines were printed in 2007. The guide has been updated and will be fully online by 08/07.
- The EastGate sculptures have been installed and dedicated. Landscaping, additional seating, prairie grass seeding, and plaques are still ongoing.
- Main Street Recap for the fiscal year is in progress, that report will be forwarded to council as soon as June information is posted and compiled.
- Attended a joint training webinar with CDA and Chamber on Economic Placemaking, looking forward to future collaborations.

Upcoming This Quarter:

- Strategic planning for 2018
- Continued coordination for planning of Main Street Conference to be held in Whitewater in March of 2018
- Annual Fall raffle
- Event planning kicks into high gear for upcoming Main Street Festival, Trick or Treat the Triangle, and Holiday parade.
- Post cards to new residents to welcome them to the neighborhood and highlight services and good neighbor information
- Finalize Festival Infographic



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 07/18/2017

ITEM: Strand Associates Agreement Amendment 3

PRESENTER: **Cameron Clapper, City Manager**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:

Included with this memo is a draft amendment to our agreement for city engineering services with Strand Associates, Inc.

Our most recent agreement was signed in 2012. According to the schedule section of the original agreement, the agreement was good for a three year period and was renewable with two one year extensions. Amendments for one year extensions were processed in 2015 and 2016, with the most recent extension expiring in February 2017. This draft amendment changes the initial agreement period to 5 years (2012 to 2017) and allows for 2 year extensions. The change in extension period from one year to two years would reduce the frequency of needed Common Council action to renew the agreement.

The changes do not committing the city to using Strand for City Engineering services in the future, but provide the contract basis for processing task orders for specific projects as they arise.

BUDGET IMPACT, IF ANY: None.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None.

STAFF RECOMMENDATION: Staff would recommend approval.

RECOMMENDED MOTION: Motion to approve the draft amendment to the City's agreement for engineering services dated February 8, 2012 subject to City Attorney and City Manager review prior to signature.

**ATTACHMENT(S) INCLUDED (If none, please state): None.
Draft Amendment**

FOR MORE INFORMATION CONTACT:

Cameron Clapper, cclapper@whitewater-wi.gov, 262-473-0100

OWNER REVIEW

DATE

City of Whitewater
312 West Whitewater Street
Whitewater, WI 53190

Attention: Mr. Cameron Clapper, City Manager

Re: Amendment No. 3 to the February 8, 2012, Agreement for Technical Services

This is Amendment No. 3 to the referenced Agreement.

Under **Schedule**, REPLACE the second sentence with the following:

“This Agreement will be in effect for five years upon its execution and may be renewed in two-year increments unless terminated by OWNER or ENGINEER. This Agreement is being executed for the first of its allowable two-year increments.”

IN WITNESS WHEREOF the parties hereto have made and executed this Amendment.

ENGINEER:

STRAND ASSOCIATES, INC.®

Matthew S. Richards
Corporate Secretary

Date

OWNER:

CITY OF WHITEWATER

Cameron Clapper
City Manager

Date

Michele Smith
City Clerk

Date



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 8/1/2017

ITEM: Approval of Engineering Task Order for Water Main Extension

PRESENTER: City Manager

PREVIOUS ACTION, IF ANY: Discussed with council on 7/18/17, no action.

SUMMARY OF ITEM BEING PRESENTED: The City has a 16" water main extended to the north side of the City towards LSP-Whitewater. Currently this is a "dead end" service. The proposed Task Order will provide guidance to City staff and the Common Council on the validity of a future project. More detail on the scope of services is provided in the attached draft Task Order. This water main extension is being pursued at this time due to the potential for development by a current business that is located near the "dead end" water main. Additionally, there was a recent repair needed on the existing water main that feeds this area. That repair brought to light the importance of a second source of water for businesses. Lastly, the City was planning to invest 2017 funds into the rehabilitation of the 37 year old well system at the Wastewater Utility. Due to the above noted items, staff felt it was important to evaluate the importance and need for the north water main extension at this time in order to confirm that dollars are being spent wisely. The cost associated with the draft Task Order is for Phase 1, or half, of the proposed water main extension.

BUDGET IMPACT, IF ANY: The cost proposal for Task Order No. 17-01 is \$24,600.00.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: Staff is seeking guidance from Common Council on whether to pursue a Task Order for the full water main extension, i.e. Phase 1 and 2, or Phase 1 only.

RECOMMENDED MOTION: (*Based on the conclusion from discussion*) I move to approve Task Order No. 17-01 from Strand Associates, Inc.

ATTACHMENT(S) INCLUDED (If none, please state that)

- **Draft Proposal for Task Order No. 17-01 from Strand Associates, Inc.**
- **Map showing the proposed location of the water main extension.**

FOR MORE INFORMATION CONTACT:

Tim Reel, treel@whitewater-wi.gov, 262.473.0560.

Task Order No. 17-01
City of Whitewater, Wisconsin (OWNER)
and Strand Associates, Inc.[®] (ENGINEER)
Pursuant to Technical Services Agreement dated February

Project Information

Project Name: North Side Water Main

Project Description: Construction of approximately 2,800 of water main between an existing water main on the L.S. Power property and OWNER's wastewater treatment facility.

Services Description: Preliminary design services for the new water main.

Scope of Services

ENGINEER will provide the following services to OWNER:

1. Conduct a topographic survey of the project area to locate existing features, utilities marked by the utility company, and recoverable property irons in the project corridor.
2. Prepare preliminary design of the new water main and show on plan and profile drawings.
3. Assist OWNER with identification of potential wetlands within the project area. If necessary, OWNER shall request a wetland delineation from the Southeast Wisconsin Regional Planning Commission.
4. Meet with OWNER and other project stakeholders to present the preliminary design concepts and solicit input.
5. Assist OWNER with identification of easements needed for the project. Provide field survey and prepare legal descriptions and exhibits for up to two parcels. It is anticipated that OWNER shall provide current title reports for affected properties.
6. Prepare an opinion of probable construction cost for the water main construction.

Service Elements Not Included

In addition to those listed in the associated Technical Services Agreement, the following services are not included in this Task Order. If such services are required, they will be provided as noted.

1. Construction-Related Services: Services of this type including, but not limited to, contract administration, construction staking, and construction observation services are anticipated to be addressed through a subsequent task order with OWNER.

OWNER REVIEW

City of Whitewater
Task Order No. 17-01

Page 2

Date {_____}

DRAFT

2. Final Design, Permitting, and Bidding-Related Services: It is anticipated services of this type will be addressed through a subsequent task order or an amendment to this Task Order.

Compensation

OWNER shall compensate ENGINEER for Services under this Task Order on an hourly rate basis plus expenses an estimated fee of \$24,600.

Schedule

Services will begin upon execution of this Task Order, which is anticipated on July 18, 2017. Services are scheduled for completion on December 31, 2018.

ENGINEER:

STRAND ASSOCIATES, INC.®

OWNER:

CITY OF WHITEWATER

Matthew S. Richards
Corporate Secretary

Date

Cameron Clapper
City Manager

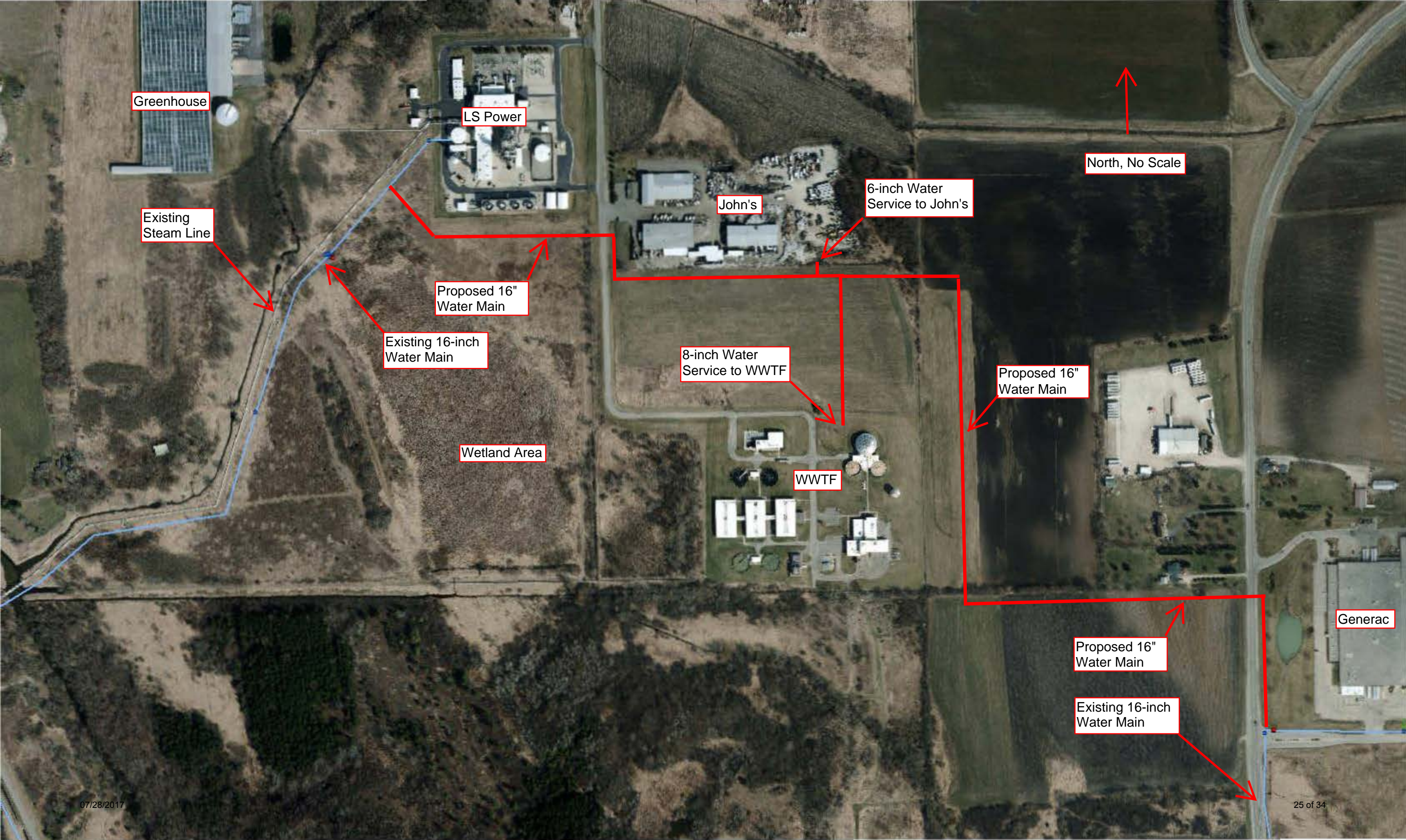
Date

OWNER:

CITY OF WHITEWATER

Michele Smith
City Clerk

Date



Greenhouse

LS Power

John's

6-inch Water Service to John's

North, No Scale

Existing Steam Line

Proposed 16" Water Main

Existing 16-inch Water Main

8-inch Water Service to WWTF

WWTF

Proposed 16" Water Main

Wetland Area

Generac

Proposed 16" Water Main

Existing 16-inch Water Main

To: Cameron Clapper, Council President Singer and Members of the Whitewater Common Council

From: Dave Carlson, CDA Executive Director 

Re: Renewal of Intergovernmental Agreement (IGA) with Jefferson County Economic Development Consortium (JCEDC)

Date: July 28, 2017

Presented for your consideration is a five year agreement for participation by the City of Whitewater in the Jefferson County Economic Development Consortium. The current five year IGA between the City of Whitewater and JCEDC expires this year.

Terms of the IGA remain the same except that the per capita assessment due from participating members in the JCEDC is increased from \$1.00 to \$1.50 per residents. Based on the most recent State Department of Administration's (DOA) estimate of population, the City of Whitewater's assessment for JCEDC is \$4,413 (2,920 City residents in Jefferson County at \$1.50 each).

I have met several times already with Victoria Pratt, the JCEDC Director and find her to be very knowledgeable and well qualified in her role and very aggressive in marketing Jefferson County for economic development. I believe JCEDC and Ms. Pratt are valuable partners in our economic development efforts here in the City of Whitewater. **Thus, I am recommending the City approve this renewal of the IGA.**

The IGA does provide the opportunity for a member of the JCEDC to withdraw from the agreement if it so chooses beginning January 1, 2019 provided the municipality provides a minimum 13 month notice of intent to withdraw.

Requested action from the Common Council is approval of the new five year IGA with JCEDC, including authorization for Cameron to sign the agreement on behalf of the City of Whitewater.

INTERGOVERNMENTAL AGREEMENT
CONTINUING THE
JEFFERSON COUNTY ECONOMIC DEVELOPMENT CONSORTIUM

Revision Dated June 7, 2017

ARTICLE I. PURPOSE

The purpose of the Jefferson County Economic Development Consortium (JCEDC) is to foster and encourage responsible, economic development activities that result in job creation, retention, increased tax base and an improved sustainability and quality of life for the citizens of Jefferson County.

ARTICLE II. STATUTORY AUTHORITY

The JCEDC shall be a public intergovernmental enterprise organized under the authority of § 66.0301, Wis. Stats., and as the same may be amended from time to time.

ARTICLE III. MEMBERSHIP

- 3.1 The JCEDC shall be composed of the towns, villages, cities and county governments of Jefferson County, Wisconsin (municipalities) that choose to adopt this agreement and thereby enter into membership. The current membership consists of Jefferson County, the cities of Fort Atkinson, Jefferson, Lake Mills, Waterloo, Watertown, Whitewater and the Villages of Johnson Creek and Cambridge.
- 3.2 The charter member Jefferson County governments who ratify this agreement agree to maintain their membership in good standing for at least five years.
- 3.3 The JCEDC came into existence upon the adoption of this agreement by Jefferson County and a two-third (2/3) majority of the following: the cities of Fort Atkinson, Jefferson, Lake Mills, Watertown, Whitewater and the Village of Johnson Creek.

ARTICLE IV. JCEDC BOARD OF DIRECTORS

- 4.1 The Board of Directors (JCEDC Board) shall provide the overall policy direction of the JCEDC.
- 4.2 The Board's membership shall be determined by reference to Section 4.05. The Board shall consist of three Jefferson County representatives and one member appointed by each participating municipality.
- 4.3 The terms of the JCEDC Board members shall begin on May 1 of each year.
- 4.4 The terms of offices for the JCEDC Board shall remain staggered, so a majority of the JCEDC Board will not turnover in any given year.
- 4.5 Members of the JCEDC Board shall be appointed as follows:
 - a. The three Jefferson County representatives shall be appointed by the County Board chairperson and confirmed by majority vote of the County Board.
 - b. Each member municipality shall appoint one representative.

Note: The JCEDC Board members are appointed by the municipalities or the county they represent, the JCEDC Board cannot determine this.

- 4.6 The appointing bodies to the JCEDC Board shall endeavor to assemble a group of professionals who represent a cross-section of Jefferson County business and agricultural interests. Specifically, the composition of the JCEDC Board should include representatives from agri-business, banking/finance, real estate, chamber of commerce, small business/retail, manufacturing, tourism, utilities, a person knowledgeable of sustainable development and municipal or county representatives.
- 4.7 The JCEDC Board may invite various organizations and/or individuals (from professional areas such as those identified in 4.06 above), to join as advisory, non-voting members.
- 4.8 The JCEDC Board may by resolution adopted by a majority of the total JCEDC Board create such committees for such purposes and with such authority as the resolution may provide, and appoint such members of the JCEDC Board or others to serve on said committees.

ARTICLE V. MEETINGS

- 5.1 The JCEDC Board will establish and publish a regular meeting schedule.
- 5.2 All meetings of the JCEDC Board will be properly noticed according to law.
- 5.3 Special meetings of the JCEDC Board may be called at the request of the Chairperson or Secretary or any two board members. The place of the meeting will be at the principal office of the JCEDC, unless otherwise agreed upon by the Chairperson and the Secretary.
- 5.4 A majority of the total-voting members of the JCEDC Board shall constitute a quorum for the transaction of business at any meeting. A member shall be present to vote.
- 5.5 The chairperson, and in his/her absence, the vice-chairperson, and in their absence any board member chosen by a majority of the members present shall call the meeting of the JCEDC Board to order and shall act as chairperson of the meeting.
- 5.6 A JCEDC Board director may resign at any time by filing a written resignation with the Secretary. A JCEDC Board director may be removed by affirmative vote of a majority of the total JCEDC Board for any reason deemed sufficient by such JCEDC Board.
- 5.7 Vacancies shall be filled for the remainder of the unexpired term by the appointing authority that appointed the previous incumbent.

ARTICLE VI. ANNUAL MEETING

- 6.1 The Annual Meeting of the JCEDC Board shall be held in May of each year on a date, time and place to be determined by the JCEDC Board.
- 6.2 At its annual meeting, the JCEDC Board shall elect a chairperson, vice-chairperson, secretary and treasurer.
- 6.3 The JCEDC Board shall establish the duties of the chairperson, vice-chairperson, secretary and treasurer.

ARTICLE VII. STAFF

- 7.1 Jefferson County shall employ all JCEDC staff.
- 7.2 Day to day operational supervision of JCEDC staff shall rest with Jefferson County.
- 7.3 Jefferson County Human Resource practices and policies shall be applicable in all respects to employment of staff, except the hiring procedure for the director. The County will advertise the director's position. Thereafter, the JCEDC Board will screen the applicants and participate in the interview process with the Jefferson County Administrator. At the end of the interview process, the JCEDC Board will recommend up to five finalists. The County Administrator and the JCEDC Board chairperson shall conduct finalist interviews. Appointment of a finalist by the County Administrator shall be subject to County Board approval.

ARTICLE VIII. FINANCES

- 8.1 The JCEDC Board shall prepare an annual budget with the assistance of staff. Jefferson County's policies and procedures shall apply for meals, lodging, mileage, travel and other reimbursable expenses.
- 8.2 The JCEDC Board will present its proposed budget in a timely manner to all member municipalities and Jefferson County before it is adopted by the JCEDC Board.
- 8.3 Funding for the fiscal years 2017 through 2021 shall be established as \$1.50 per county resident payable from Jefferson County, plus \$1.50 per municipal resident payable from each participating municipality. The population number used to calculate contributions shall be the most recent State of Wisconsin Department of Administration population estimate provided to the governing body prior to adoption of its annual budget.
- 8.4 The JCEDC shall not be limited to public funding from its member municipalities and Jefferson County. The JCEDC Board may authorize staff to pursue additional revenue through program revenue and public and/or private gifts and grants.
- 8.5 Jefferson County shall act as the fiscal agent for the JCEDC.
- 8.6 Each municipality and county shall be responsible in the proportion of its contribution to the consortium as a whole for any other cost of the consortium not specifically set forth herein, including but not limited to employment costs incurred by Jefferson County as a result of unemployment compensation to staff upon termination of the consortium.
- 8.7 All funds due from a municipality shall be paid to the County by a member municipality by January 31 of the year for which such funds are budgeted. The County shall hold all funds for the benefit of JCEDC in a separate account. Unspent funds in said account shall not lapse to the general fund, but shall be carried over to the next fiscal year or otherwise distributed as set forth herein.

ARTICLE IX. GENERAL POWERS

- 9.1 The JCEDC Board may recommend action to the County with regard to direction of staff, contracts or general program purposes.
- 9.2 The JCEDC Board shall not borrow money or authorize the borrowing of any funds on behalf of the JCEDC. The JCEDC Board may, however, enter into contracts in the ordinary course of its business and in pursuit of its stated goals and purpose. Examples of its permitted contracting powers would be equipment leases or equipment purchases. Under no circumstance shall the JCEDC Board enter into contracts that cause it to exceed its annual budget.

ARTICLE X. SEVERABILITY

If any section, paragraph, sentence, clause, phrase or any part of this agreement, including amendments, is declared to be unconstitutional or void, or if for any reason is declared to be invalid or of no effect, the remaining sections, paragraphs, sentences, clauses, phrases or parts thereof shall be in no manner affected thereby, but shall remain in full force and effect.

ARTICLE XI. AMENDMENTS

All or any portion of this agreement may be amended by a resolution passed by the affirmative vote of at least 2/3 of the total JCEDC Board membership and a majority of the member municipalities and Jefferson County.

ARTICLE XII. DISSOLUTION & WITHDRAWAL

- 12.1 No member may withdraw prior to January 1, 2019. Any member may withdraw from the consortium effective January 1 of 2019 or January 1 of any succeeding year thereafter. Written notice shall be submitted a minimum of 13 months prior to the effective date of withdrawal.
- 12.2 Any member withdrawing from the consortium is responsible for obligations incurred during the period it was a member.
- 12.3 The consortium may be dissolved by an affirmative vote of a two-third (2/3) majority of the total board membership establishing a date of dissolution, which shall be at least one year after the date of the affirmative vote.
- 12.4 In the event of dissolution, any assets remaining after payment of all obligations shall be distributed among existing members in proportion to their contributions, as determined by the JCEDC Board. In the event obligations exceed assets, members shall pay pro rata such sums as may be necessary to retire the obligation.

Signed this _____ day of _____, 2017.

City of Whitewater

BY: _____

(Print Name)

Signed this _____ day of _____, 2017.

Jefferson County Economic Development Consortium

BY: _____

(Print Name)



City of Whitewater Council Agenda Item Information Sheet

MEETING DATE: 8/1/2017

ITEM: AQUATIC PLANT SURVEY AGREEMENT

PRESENTER: **Eric Boettcher**

PREVIOUS ACTION, IF ANY: **None.**

SUMMARY OF ITEM BEING PRESENTED:

An Aquatic Plant Survey is required by the Wisconsin DNR as part of the application process for week harvesting. The permit which allows harvest of plants on both Cravath and Trippe Lakes, has a 3 year term. Our current permit expires at the end of 2017. If approved this survey would allow us to perform lake weed harvests through 2020.

BUDGET IMPACT, IF ANY: The total cost of this project is \$24,500 which is spread over the 2017 and 2018 budget. The budget impact for 2017 would be 13,500. We currently budget annually for this service.

BOARD, COMMISSION, OR COMMITTEE RECOMMENDATION, IF ANY: None

STAFF RECOMMENDATION: I recommend Common Council grant approval of the AQUATIC PLANT SURVEY AGREEMENT.

RECOMMENDED MOTION: I move to approve the Aquatic Plant Survey Agreement with Lake and Pond Solutions of Elkhorn, WI in the amount of \$13,500 in the 2017 budget and \$11,000 in the coming 2018 budget.

ATTACHMENT(S) INCLUDED (If none, please state):

- **AQUATIC PLANT SURVEY AGREEMENT**

FOR MORE INFORMATION CONTACT:

Eric Boettcher eboettcher@whitewater-wi.gov – 262-473-0122.



W4950 County Rd. A
Elkhorn, WI 53121
Office (866) 525-3489
Office (262) 742-2600

www.lakeandpondsolutions.com
roy@lakeandpondsolutions.com

AQUATIC PLANT SURVEY AGREEMENT

This agreement is made between *Lake and Pond Solutions Co.*, located at N1025 Julius Dr., Greenville, Wisconsin 54942 (hereinafter called "LPS") and City Of Whitewater 312 W. Whitewater St., Whitewater, WI 53190 (Hereinafter called "Customer"), for and in consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. **AGREEMENT:** LPS hereby agrees to provide "Aquatic plant surveys and DNR-approved Aquatic Plant Management Plan Re-Writes, suitable for state-mandated Harvest Permits" for Cravath and Tripp Lakes. "Aquatic plant surveys and DNR-approved Aquatic Plant Management Plan Re-Writes" as used herein shall mean the survey work and written forms will be provided as outlined by the WDNR. Survey work will be conducted in 2017, while written portions will be completed early in 2018 for the Customer to complete their harvest permit applications.
2. **TERM OF AGREEMENT:** The terms of this Agreement shall cover from the date of first application and/or continue until date specified: 3-30-18
3. **SERVICES PROVIDED:** LPS shall supply all necessary labor, materials, equipment, and technical advice in providing "Aquatic plant surveys and DNR-approved Aquatic Plant Management Plan Re-Writes, suitable for state mandated Harvest Permits"

Customer shall provide a suitable boat-launching site and pay any applicable launching fees necessary to provide "Aquatic plant surveys and DNR-approved Aquatic Plant Management Plan Re-Writes, suitable for state mandated Harvest Permits" in said water areas.

4. **COST AND TERMS OF PAYMENT:** The cost to the Customer for "Aquatic plant surveys and DNR-approved Aquatic Plant Management Plan Re-Writes, suitable for state mandated Harvest Permits" supplied by LPS:

Cravath Lake

Point Intercept Survey: Includes raw data in excel spreadsheet, billed upon completion, August 2017 \$6,000.00
APM re-write: (summary of items included outlined in 7-13-17 estimate), billed upon completion early 2018 \$5,500.00

Tripp Lake

Point Intercept Survey: Includes raw data in excel spreadsheet, billed upon completion, August 2017 \$7,500.00
APM re-write: (summary of items included outlined in 7-13-17 estimate), billed upon completion early 2018 \$5,500.00

Payments made by Customer to LPS for services are \$ 0.00 down, balance due no later than 30 days following receipt of invoice. Late payment will be subject to a service charge of 5% after 30 days and 1.5% per month (18% Annual Percentage Rate). The Customer agrees to reimburse LPS for any expenses incurred by LPS in protecting and/or enforcing its rights under this agreement in the event of any default by the customer. Expenses include, without limitation, reasonable attorney fees, legal expenses, and other costs of collection. Customer signature acknowledging Cost and Terms of Payment:

Signature _____
Authorized City of Whitewater Representative

Date _____

5. **CUSTOMER AUTHORIZATION:** Customer represents and warrants that this Agreement has been duly authorized by the Customer, and that the persons executing this Agreement have the authority to execute this Agreement on the Customer's behalf.

6. **MISCELLANEOUS:** This Agreement shall be construed under the laws and in the Courts of the State of Wisconsin. This Agreement constitutes the entire understanding between the parties, and it may be amended only in writing by the properly authorized representatives, successors, and assigns. This Agreement shall work to the benefit of and be binding upon the parties hereto, their respective personal representatives, successors, and assigns.

THIS AGREEMENT shall become invalid if not signed and returned to LPS within 30 days.

IN WITNESS WHEREOF, the parties hereto have signed on the date set forth opposite their names.

For *Lake and Pond Solutions Co.*

Date

Customer
Authorized City of Whitewater Representative

Date